

California State Controller's Office

NOTICE TO HOLDERS OF UNCLAIMED PROPERTY

January 1999

UNCLAIMED PROPERTY INSTRUCTIONS ON THE INTERNET

In an on-going effort to assist business associations and to improve administration of the Unclaimed Property program, the State Controller provides all unclaimed property reporting instruction manuals, magnetic media specifications, diskette reporting program, and the law and regulations on the INTERNET. Options include downloading to a file or to a printer. When changes to any of the instruction manuals, specifications, programs, or the law and regulations are implemented, the latest version is available on the INTERNET as soon as the enhancements are completed.

The following publications are available on the INTERNET.

Unclaimed Property Law and Regulations

Reporting Instructions for Holders of Unclaimed Property

Magnetic Media Reporting Instructions for Holders of Unclaimed Property

Diskette Reporting Program Instructions for Holders of Unclaimed Property

Diskette Reporting Program, Version 5.0 (year 2000 compliant)

The INTERNET address for all unclaimed property publications and programs is:

<http://www.sco.ca.gov>

Holders who wish to obtain a printed copy of any of the publications, may order by completing and mailing the enclosed form, along with a check. Publications are priced at \$25.00 per copy. To expedite the mailing of your selected publications, please enclose a check with your order form, payable to: Controller of the State of California.

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UNCLAIMED PROPERTY PUBLICATIONS
AND SOFTWARE PROGRAM ORDER FORM

Please mark the box next to the desired publication.

	<u>Publication</u>	<u>Price</u>
<input type="checkbox"/>	<i>Unclaimed Property Law and Regulations</i>	\$25.00
<input type="checkbox"/>	<i>Reporting Instructions for Holders of Unclaimed Property</i>	\$25.00
<input type="checkbox"/>	<i>Magnetic Media Reporting Instructions for Holders of Unclaimed Property</i>	\$25.00
<input type="checkbox"/>	<i>Diskette Reporting Program for Holders of Unclaimed Property (includes Diskette Reporting Program, Version 5.0)</i>	\$25.00

Mail your check payable to **Controller of the State of California**. Send with the completed order form to:

Kathleen Connell, State Controller
Division of Collections
Accounting Unit, Publications
P.O. Box 942850
Sacramento, CA 94250-5873

Please indicate the name and address of your business for delivery of the publications.

Business Name: _____

Contact Name: _____ Telephone#: (____) _____

Street/P.O. Box: _____

City: _____ State: _____ Zip: _____